

Sample Technology Plan Worksheet for a Small Alaska Public Library

Community _____ Library name _____ Librarian _____

Email address of contact person _____

Element 1. The Library's Mission Statement or Technology Vision:

(The library's mission statement provides a context for decisions about providing library services and the place of technology within the library.)

Element 2. State your library's technology goals and your strategies for achieving these goals:

(The plan establishes clear goals and a realistic strategy for using telecommunications to improve library services. Goals will define *why* you need the technology, not *what* technology you need)

Element 3. Professional Development Strategy..

(The plan needs to identify staff training needs and plan a specific professional development strategy to ensure that staff knows how to use the new technologies to improve library services.)

Element 4. Needs Assessment of Telecommunication Services, Hardware, Software, and Other Services. (The plan needs assessment/inventory of the telecommunication services, hardware, software, and other services that will be needed to improve library services.) Use the Budget & Inventory Analysis form from the State Library website

http://library.state.ak.us/erate/erate_library_tech_plans.html

Element 5. Identify costs and document sufficient budget to cover expenses.
(The plan needs to provide for a sufficient budget to acquire and maintain, over a three year period, the hardware, software, professional development, and other services that will be needed to implement the strategy for improved library services. (The Budget & Inventory Analysis form covers most of this. You also need to state where the match comes from, for example as part of your regular operating budget.)

Element 6. Plan Evaluation. Describe how you will evaluate progress towards achieving your stated goals. (The plan needs to include an evaluation process that enables the library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.)

Element 7. Attach a copy of your library's Internet Use Policy.

Library Director _____ Date _____

Mail Completed plan to:
Public Library Technology Plan Certifying Committee
Alaska State Library
P.O. Box 110571
Juneau, AK 99811-0571